

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 08-057

OPENING DATE: 22 February 2008

CLOSING DATE: 24 March 2008

ANTICIPATED FILL DATE: 11 May 2008

POSITION TITLE AND NUMBER

Supply Technician
PDCN 70063000, MD # 6021-57

UNIT/ACTIVITY AND DUTY LOCATION

Combined Support Maintenance Shop (CSMS)
NCARNG, Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 16.82%)

GS-2005-07 \$38,006.00 - \$49,403.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is **STATEWIDE**. Applications will only be accepted from current employees of the North Carolina National Guard with a permanent Excepted Appointment, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172 / 6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have twelve months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required twelve months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants **must** address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect twelve months of specialized experience*) that provided that KSA. It is **required** that this statement be attached to the application. **Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position.** For more information or assistance, call **1-800-621-4136 ext. 6172 / 6431.**

1. Knowledge of standard methods of receipt or material order documentation control and material processing.
2. Knowledge of regulations, and mechanized/statistical techniques in determining stock replenishment for supplies and other material within time and funding limitations.
3. Knowledge of regulatory requirements governing the accounting for government property.
4. Ability to research information.
5. Knowledge of how to fill out, post, file, control, or code supply documents or transactions.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army/Air National Guard (NCARNG/NCANG). NCARNG/NCANG status (military grade, MTOE or TDA assignment, MOS/AFSC/SSI, military unit) and experience must be entered on the application. The recommended applicant **will not** be approved for appointment until they occupy a compatible MOS/AFSC in the NCARNG/NCANG shown under Military Assignment below. 2. **The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.**

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG is mandatory. (CMF 42, 92)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: The purpose of this position is to provide storage and distribution, cataloging or supply identification systems, property utilization, or other related supply activities including those associated with automated or manual supply accounting systems. Performs routine and non-routine material coordination duties for special programs, maintenance, or production shops. Responsible for local management of decentralized and decontrolled items which requires technical intervention to assure effective supply support and economy. Items are less stable or standardized and do not lend themselves to routine control through the use of the computer and variable supply level formulas. Plans requirements, both quantitative and monetary, to satisfy customer needs. Authorizes procurement and is responsible for funds management. Responsible for limited aspects of storage management. May develop and install local procedures and techniques to achieve and maintain smooth, effective, and coordination storage operations. Performs other duties assigned.

ADDITIONAL INSTRUCTIONS: 1. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 2. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 3. A PCS will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. Applicants will be advised in writing at the interview. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

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